



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909  
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January 18, 2007

## **SEMINAR ANNOUNCEMENT**

### **Casefile Management Standards Training Seminar and Webcast**

March 15, 2007  
Hall of Justice Conference Center  
Lansing, Michigan

#### **INTRODUCTION**

Trial Court Services (TCS), in partnership with the Michigan Judicial Institute (MJI), is pleased to announce a one-day seminar specifically for new and experienced court staff on the topic of Casefile Management Standards. Participants may attend the educational session as an on-site seminar at the Hall of Justice Conference Center in Lansing, or via the Internet as a live webcast. On-site participants will be selected on a first-come, first-served basis.

#### **DESCRIPTION**

This seminar has been designed to review the Casefile Management Standards for active and inactive files, including the revised General Records Retention and Disposal Schedule #16. TCS management analysts will discuss minimum file and Register of Actions requirements; the use of stamps and the court seal; case files and documents maintained separately; copies, including certified and true copies; consolidation of cases; access to records; group files; and many other topics.

Upon completion of this seminar participants will be able to:

- Describe the basic elements for managing case file records within the trial courts.
- Apply the minimum criteria and procedures for achieving systematic control of all information related to case files, from case initiation to permanent retention or destruction of the records, such as:
  - Contents of a case file and a Register of Actions.
  - Restricted and nonpublic records.
  - The use of imaged documents in the court.
  - Identification of records eligible for destruction in the court.

## **FACULTY**

### **Ms. Jill Booth, District Court Management Analyst**

Jill has been with TCS since January 2007, specializing in district court issues. Her duties include legislation review and general district court assistance. As a former district court attorney magistrate and deputy administrator, Jill is the liaison to the Michigan Association of District Court Magistrates and the Michigan Association of District Court Probation Officers.

### **Ms. Dawn Childress, Circuit Court Management Analyst**

Dawn has been with TCS since 2003, specializing in the criminal and civil components of the circuit court. Her duties also include general subjects such as caseflow management, the counsel appointment system, jury management, and privacy policy initiatives. Dawn acts as a liaison to various associations, including the Michigan Judges Association and the Michigan Association of Circuit Court Administrators.

### **Ms. Jean Mahjoory, Probate Court Management Analyst**

Jean has been with TCS since 2003, specializing in probate issues. Her duties also include general subjects such as domestic violence, access to courts, pro se litigants, and ADA issues. Jean is the liaison to the Michigan Probate Judges Association, and the Probate Registers Association. She also attends Michigan Domestic Violence Prevention and Treatment Board meetings on behalf of the State Court Administrative Office (SCAO).

### **Ms. Jennifer Warner, Family Division (Juvenile) Management Analyst**

Jennifer has been with SCAO since 2002 and TCS since 2005, specializing in the juvenile component of the Family Division. Her duties include assistance to trial courts, reviewing legislation, and acting as a liaison to the Michigan Probate Judges Association, the Michigan Association of Family Court Administrators, and the Juvenile and Probate Registers Association.

### **Ms. Sandi Hartnell, Court Services Manager**

Sandi has been with TCS since 1994, specializing in district court issues. Her duties include legislation and court rule review, district court assistance, as well as general subjects such as bondsmen and bail issues, criminal history reporting, and the Law Enforcement Information Network (LEIN). She is the liaison to the Michigan District Judges Association and Michigan Court Administrators Association.

## **PARTICIPANTS**

This seminar is designed for county clerks, registers, counter staff, judicial secretaries, clerical staff, and the immediate supervisors of these personnel. Due to space constraints, on-site attendance is limited to 90 attendees. There is no limit for the number of webcast participants.

## SEMINAR SCHEDULE

9:45 – 10:00 a.m.	Registration
10:00 – 10:05 a.m.	Opening Remarks
10:05 – 12 Noon	Casefile Management Standards Training and Webcast
Noon – 1:00 p.m.	Group Luncheon
1:00 – 2:30 p.m.	Casefile Management Standards Training and Webcast Continued
2:30 – 3:30 p.m.	Revised Record Retention Breakout Sessions by Court
3:30 p.m.	Seminar Concludes

## SEMINAR REGISTRATION REQUIRED

### **Registration for On-Site attendance:**

Seating is limited and will be on a first-come, first-served basis.

If you have received a copy of this announcement electronically, you may click the E-Register ON-SITE link below to register online.

[E-Register ON-SITE](#)

If you received this announcement in hard copy, you may register electronically from our website at, <http://courts.michigan.gov/mji/>, then click SEMINARS/WEBCASTS, and SEMINAR REGISTRATION. Click on **“ON-SITE: Casefile Management Standards”** to register.

If you prefer to manually complete and fax your registration form, you may complete the attached registration form either electronically or by hand and fax. The electronic version of this program announcement is also available via our website at, <http://courts.michigan.gov/mji/>, then select SEMINAR ANNOUNCEMENTS and click on **“Casefile Management Standards.”**

### **Registration for Individual Viewing of LIVE Webcast:**

If you have received a copy of this announcement electronically, you may click the E-Register WEBCAST link below to register online.

[E-Register WEBCAST](#)

If you received this announcement in hard copy, you may register electronically from our website at, <http://courts.michigan.gov/mji/>, then click SEMINARS/WEBCASTS, and WEBCAST REGISTRATION. Click on **“WEBCAST: Casefile Management Standards”** to register. You will receive a session PIN five days prior to the session.

**Please test the computer intended to be used during the webcast to ensure webcast compatibility. Use the “test” option on the MJI web page OR view one of the archived MJI programs. For technical difficulties please call the You-Niversity.com help desk @ 1-877-867-7300.**

Those viewing the archived webcast AFTER the Lansing seminar (3/15/07) do NOT need to register in advance.

**Registration for LIVE Large Group Viewing of Webcast:** If you are interested in attending the seminar as part of a group viewed webcast, please test your technology in advance to ensure that it has the capacity to receive the audio and video stream via the internet. Only ONE person needs to register on-line as a representative for the viewing group.

## **CONFIRMATION**

**Applicants for webcast participation** will be e-mailed a PIN, as well as other log-on instructions, five days prior to the date of the seminar.

**Applicants for on-site attendance** will be mailed a confirmation letter detailing specific on-site registration information. If you have not received a confirmation letter by Monday, March 12, please contact MJI as indicated below.

## **MEALS**

Participants will receive complimentary parking (in the Hall of Justice and Historical Museum visitor parking lots), coffee, tea, and ice water throughout the seminar. A complimentary group luncheon will be provided. All other incidentals including dinner, mileage, entertainment, phone calls, lodging, etc., are the responsibility of the individual or his/her funding unit.

MJI programs are offered at facilities that accommodate persons with disabilities. If you require a special accommodation during the program, please indicate your needs on the attached registration form.

## **QUESTIONS**

If you have questions about the webcast technology, please contact Cathy Weitzel at WeitzelC@court.mi.gov or call (517) 373-7510. If you have questions concerning the registration process, please contact Angela McGoff at McGoffA@courts.mi.gov or (517)373-7229. If you have questions about the content of the program, please contact Sandi Hartnell at HartnellS@courts.mi.gov or by phone at (517)373-0122 or Dawn Childress at ChildressD@courts.mi.gov or by phone at (517) 373-3756.

**Registration Deadline  
Wednesday, February 28, 2007**